



# Marton Activity Centre

## MAC Policy

### ACCEPTANCE & REFUSAL OF AUTHORISATIONS

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*Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. All authorisations and refusals are to be kept in the child's enrolment record.*

### POLICY STATEMENT

Marton Activity Centre will ensure that our service complies with the current Education and Care Services National Regulations, which require a parent or guardians authorisation to be provided in matters that include:

- Administering medication to children.
- Administration of medical treatment, dental treatment, general first aid products and ambulance transportation.
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Excursions, including regular outings.
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises.
- Children leaving the premises in the care of someone other than a parent or guardian.

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.
- Children are leaving the service to make their own way home.
- Children having access to the internet and/or an email account

Staff may refuse a request unless the appropriate authorisation is provided. For example, if a child is to attend an extra-curricular activity for which authorisation is required, but has not been given, this will result in the child not being able to participate in the activity until we receive authorisation via email or phone call by the child's parent or guardian.

## **SCOPE**

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

## **PROCEDURE**

### **MANAGEMENT WILL ENSURE:**

- The acceptance and refusal authorisation is adhered to and maintained by Educators at all times.
- Parents / guardians are provided with a copy of all Service policies.
- That all staff members follow the policies of the Service.
- That all parents/guardians have completed the authorised person's section of their child's enrolment form (refer to Enrolment and Orientation Policy), and that the form is signed and dated before the child is enrolled at the Service.
- That permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion (refer to Excursion Policy).
- Attendance records are maintained to account for all children attending the Service.
- A written record of all visitors to the Service, including time of arrival and departure and reasons for visit is documented.
- Where a child requires medication (excluding paracetamol), to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian or authorised person and included with the child's record. (Refer to Administration of Medication Policy).
- Where a child requires medication (excluding paracetamol), to be self-administered, that this is authorised in writing, signed and dated by the parent/guardian or authorised person and included with the child's record. (Refer to Administration of Medication Policy).
- Medication is not administered or self-administered without the authorisation of parent/guardian or authorised person, except in the case of an emergency,

including an asthma or anaphylaxis emergency (refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma and Anaphylaxis Policy).

- Educators and staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.
- Educators/staff allow a child to depart from the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (Refer to Delivery and Collection of Children Policy and Child Safe Environment Policy).
- There are procedures in place if an inappropriate person attempts to collect the child from the Service (refer to Delivery and Collection of Children Policy).

#### **THE NOMINATED SUPERVISOR, OR THE RESPONSIBLE PERSON WILL:**

- Ensure documentation relating to authorisation (permission) from families contains:
  - The name of the child enrolled in the service
  - The date
  - Signature of the child's parent/guardian or nominated person who is on the enrolment form
  - The approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable)
  - The original form/letter provided by the service
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation has been given.
- Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the Responsible Person on duty. This would be relevant in situations where there has been an emergency situation and no one from the child's authorised list is able to collect the child. An email, or text message is suitable as written authorisation.
- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- Waive compliance for authorisation where a child requires emergency medical

treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the family and emergency services as soon as practicable after the medication has been administered.

### EDUCATORS WILL:

- Follow the policies and procedures of the Service.
- Check that parents/guardians sign and date permission forms for excursions.
- Check that parents/guardians or authorised persons sign the attendance record as their child arrives and departs from the Service.
- Administer, or allow medication to be self-administered only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including asthma or anaphylaxis emergency.
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.
- Allow a child to depart from the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion.
- Follow Service procedures if an inappropriate person attempts to collect a child from the Service.
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in Service policies.

### FAMILIES WILL:

- Read and comply with the policies and procedures of the Service.
- Complete and sign the authorised person section of their child's enrolment form before their child commences at the Service.
- Sign and date permission forms for excursions.
- Sign the attendance record as their child arrives and departs from the Service.
- Provide written authorisation where children require medication to be administered by educators/staff, or self-administered by their child, including signing and dating it for inclusion in the child's medication records.

## CONSIDERATIONS

### NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2: Children's Health & Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm & hazard.

<b>2.2.2</b>	<b>Incident &amp; emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
<b>2.2.3</b>	<b>Child Protection</b>	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

#### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

<b>Education and Care Services National Regulations and National law NSW</b>		
<b>Reg</b>	<b>92</b>	Medication Record
<b>Reg</b>	<b>93</b>	Administration of Medication
<b>Reg</b>	<b>99</b>	Children leaving the education and care service
<b>Reg</b>	<b>102</b>	Authorisations for excursions
<b>Reg</b>	<b>160</b>	Child enrolment records to be kept by approved provider
<b>Reg</b>	<b>161</b>	Authorisation to be kept in enrolment record
<b>Reg</b>	<b>168</b>	Education and care services must have policies and procedures

#### SOURCE

Australian Children's Education & Care Quality Authority (2014)
Guide to the Education & Care services National Law & Education & Care Services National Regulations. (2017)
ECA Code of Ethics
Guide to the National Quality Standard
Revised National Quality Standards
Early Childhood Australia Code of Ethics (2016)

#### SERVICE POLICIES/ DOCUMENTATION

<b>Policies</b>	
Administration of First Aid	Anaphylaxis Management
Delivery and Collection of Children	Asthma Management
Child Protection	Providing a child safe environment
Enrolment, Re Enrolment & Orientation	Management of incident, injury, illness and Trauma
Excursions	Technology and media use
Water Safety	